

**HIV Integrated Planning Council
Executive Committee**

Thursday, February 7, 2019

12:00 – 2:00 p.m.

Office of HIV Planning, 340 N. 12th Street, Suite 320, Philadelphia, PA 19107

Present: Dave Gana, Michael Cappuccilli, Lupe Diaz, Tiffany Dominique, Alan Edelstein, Sharee Heaven, Clint Steib

Excused: Keith Carter, Adam Thompson, Loretta Matus, Samuel Romero

Absent: Jeanette Murdock

Staff: Briana Morgan, Mari Ross-Russell, Dustin Fitzpatrick

Call to Order: M. Cappuccilli called the meeting to order at 12:10 pm.

Approval of Agenda: M. Cappuccilli presented the agenda for approval. Motion: A. Edelstein moved, D. Gana seconded to approve the agenda. Motion Passed: All in favor.

Approval of Minutes: M. Cappuccilli presented the October 2018 minutes for approval. Motion: A. Edelstein moved, L. Diaz seconded to approve the minutes. Motion Passed: All in favor.

Report of Staff:

B. Morgan informed the committee that Office of HIV Planning (OHP) staff had been working on ways on to help community members and Planning Council members to better understand the HIV Integrated Planning Council (HIPC) and how it works. She went on to say that the OHP website now has a quiz that anyone can use to test their knowledge on 10 common acronyms, located under the HIPC tab. She said that there will be more in the future. D. Gana asked if the quiz was designed for HIPC members. B. Morgan replied that the quiz included generally-used acronyms, and that anyone could take it.

B. Morgan informed the members that OHP had created a 30-second Adobe Spark recruitment video. She went on to say that a link to the video would be included in the next OHP newsletter, and asked members to share the video.

Action Items:

None.

Discussion Items:

HIPC Meeting Format

M. Ross-Russell informed those present that OHP is trying to incorporate more trainings into the HIPC meetings. She explained that the standard two-hour HIPC meeting may not be long enough to address all agenda items as well as training. She further stated that training during HIPC meetings is the best way to reach the full membership. She then suggested members may want to

consider extending the meeting times or altering the agenda to have time for discussions and training. M. Cappuccilli inquired whether everyone has to participate in the trainings, or if some members can opt out. M. Ross-Russell responded that everyone has the opportunity to participate in the trainings. She suggested training at the end of the meeting may not be a good option because a lot of people feel exhausted by that point. She reminded members that they previously tried to have co-chairs provide information at the beginning of the meeting about process and committees, but that this had not been comprehensive enough to meet members' needs.

M. Ross-Russell then suggested extending the regular HIPC meeting time by thirty minutes. C. Steib suggested that the training could be quarterly or every other month depending on how many topics would be covered. M. Ross-Russell replied that the HIPC would need to hold monthly trainings, at least at the beginning. M. Cappuccilli asked if the leadership training discussed in prior meetings will be related to these trainings. M. Ross-Russell responded that leadership training would be held separately, but that some leadership topics would be folded into this more general training. She stated that some topics were more appropriate for the upcoming Brown Bag Friday events, while others made sense for HIPC meetings.

M. Cappuccilli asked if they need to make the meetings longer, or if they might be able to cut something out of the meeting agendas instead. B. Morgan stated that the Planning Council had previously used written committee reports to save time, which could be compiled by OHP staff. M. Ross-Russell noted that there would always be questions about committee reports, so written reports may not save any time. L. Diaz added that it would be difficult to include a written report from the Nominations Committee, since they met immediately before the HIPC. D. Gana stated that he enjoyed hearing verbal committee reports, and L. Diaz stated that speaking about committees during HIPC meetings could be a recruitment tool. L. Diaz also stated that she had previously brought up extending meeting times because people usually tend to find it frustrating when meetings go past their scheduled end time.

M. Cappuccilli inquired whether members would rather have a meeting start 30 minutes earlier or end 30 minutes later. S. Heaven replied that she would prefer the meeting to end 30 minutes later. L. Diaz agreed, explaining that an earlier start time would cut further into her workday. M. Cappuccilli asked if either option would be preferable for OHP staff, and staff agreed that either would work. M. Ross-Russell noted that adding thirty minutes to the end of the meeting would have a lesser impact on members' workdays. C. Steib stated that it seemed less complicated to add 30 minutes to the end of the meetings.

C. Steib asked if the training would be separate from the HIPC meetings, or if training would be a part of the HIPC meeting agenda. M. Ross-Russell replied that this would be part of the HIPC meetings. She went on to say that the trainings would start with a presentation by Dr. Kathleen Brady in February, followed by a discussion of roles and responsibilities in March. She stated that April would include a presentation on understanding charts and tables, and that this would be followed by a treatment update and then allocations preparations.

M. Cappuccilli asked who at OHP would lead the training schedule, and M. Ross-Russell replied that she would. M. Ross-Russell noted that OHP staff was developing a training schedule that would include both HIPC meetings and Brown Bag Fridays. She added that they would

announce trainings in advance. She also stated that OHP staff hoped that offering these learning opportunities may encourage participation from new voices. D. Gana noted that he and K. Carter had also been conducting outreach to youth at William Way.

B. Morgan noted that the Planning Council may also need to receive future training related to the “End the Epidemic” initiative announced during the State of the Union address. M. Ross-Russell informed members that Philadelphia was identified as one of the 48 counties for the “End the Epidemic” initiative.

M. Cappuccilli asked if the HIPC would vote on the meeting extension at their February 14 meeting. B. Morgan agreed, and suggested that the Executive Committee vote on whether to recommend that the HIPC extend their meeting time.

Motion: M. Cappuccilli moved, T. Dominique seconded to recommend that the HIPC extend their meetings by thirty minutes, starting in March 2019. **Motion Passed:** All in Favor.

S. Heaven asked if this would come to the HIPC as a recommendation from the Executive Committee. M. Ross-Russell agreed, explaining that this would be an action item coming from the Executive Committee. L. Diaz emphasized that they would not say that the meeting would end at 4:30, but rather that the meeting may run until 4:30. M. Ross-Russell agreed, adding that they may finish earlier than that. M. Cappuccilli asked how they might describe the goals of the training to the HIPC. M. Ross-Russell replied that they wanted to ensure that the HIPC members understood their roles and responsibilities, and that they felt comfortable voting and making informed decisions. A. Edelstein agreed that it is important to make sure people have enough knowledge on a topic to make an informed decision.

M. Ross-Russell stated that this training would also be beneficial for recruitment, because members need to be able to state what HIPC is and why people should join it. L. Diaz agreed, adding that training was also important for member retention. T. Dominique stated that they should communicate to members that these skills would be transferable. She asked if agencies across the EMA provide funds for training by outside consultants. A. Edelstein replied that this had not been done in the past, explaining that agencies are already underfunded. M. Ross-Russell stated that they tried to keep costs down, and that training is covered under the HIPC support budget.

Conference Room Tools

B. Morgan explained to members that “conference room tools” referred to items such as posters or handouts for people to reference during HIPC meetings. B. Morgan stated that OHP staff had previously discussed a few ideas, such as keeping a running parking lot on the wall to reference at meetings, as well as a running list of reallocation requests through the year. She added that it might also be helpful to keep handouts with acronyms in the room at all times. L. Diaz stated that there used be signs with acronyms on the walls, and suggested bringing these back. M. Cappuccilli inquired if the OHP still has a priority setting list that they can hang somewhere in the room. M. Ross-Russell replied that she believed the list was put in storage when OHP moved offices, but that she could look for it.

M. Cappuccilli suggested posting a pie chart with allocations on the conference room wall. B. Morgan replied that this would be straightforward, since the pie chart already existed. B. Morgan asked members to let her know if they had any further ideas.

M. Cappuccilli suggested posting a chart with information about the committees and when they meet. C. Steib suggested posting a map of the EMA. L. Diaz agreed that it would be nice for members to know exactly which counties are in the EMA. B. Morgan stated that the OHP social media accounts would begin to have educational posts about acronyms and other learning opportunities. M. Cappuccilli asked if OHP would accept more suggestions at the next HIPC meeting and B. Morgan stated that they will. M. Cappuccilli suggested having a space for upcoming events.

Allocations Training

M. Ross-Russell stated that they were working to improve the allocations process, explaining that they needed to review a great deal of information in a single meeting. She stated that having people break out into smaller groups and having discussions on allocations was incredibly helpful last year, although time-consuming. She went on to say that they had posted some allocations materials on the website in advance of the meeting last year, but that there was still a great deal to go through.

B. Morgan noted that they were aware that this was a lot of information at once, and that it was important for meeting participants to fully understand it and then make decisions. M. Ross-Russell noted that they are planning on doing the small groups again this year. She stated that having well-informed HIPC members participate could be beneficial to others not familiar with the process.

A. Edelstein stated the trainings are a good idea, and that it often takes repeating an idea three or four times for people to retain information. He stated that he would be concerned about making the process too fact-heavy at the beginning. M. Cappuccilli suggested that AACO could help explain the process of contracting with providers and how applying for funds works. M. Ross-Russell stated that the allocations process would also be covered as a part of the roles and responsibilities training. D. Gana stated that walking through a scenario works well, rather than simply providing information without applying it to an example.

Regular Executive Committee Meeting Time

B. Morgan stated that there had been a request for a regular quarterly meeting time for the Executive Committee. Some times that were suggested were:

- From 12 - 2, before Comprehensive Planning Committee, on the third Thursday of the month
- From 12 - 2, before Finance Committee, on the first Thursday of the month
- From 12 - 2 or 12:30 - 2:30, before Prevention Committee, on the fourth Wednesday of the month
- From 2 – 4, after Positive Committee, on the second Monday of the month

M. Cappuccilli suggested that it should be from 12 – 2 before Finance Committee meets since most members agreed it was a good time for the current meeting. D. Gana stated that before

Comprehensive Planning Committee would work best since so many people go attend that meeting. L. Diaz inquired if Thursdays work best for everybody. A. Edelstein said that he has a conflict on third Thursdays. The members decided to do a poll by email so that the members not in attendance at the current meeting may participate. A. Edelstein thanked B. Morgan for providing a way for members to link the OHP meeting calendar to their personal calendars so they do not have to manually enter events.

Old Business:

None.

New Business:

T. Dominique asked if OHP planned to submit a workshop for the Prevention Summit, noting that March 1 was the deadline. She also inquired if OHP was planning to submit a workshop for the APHA (American Public Health Association) general meeting, which would be happening in Philadelphia this year. M. Ross-Russell replied that OHP did not currently plan to submit a workshop for APHA, but that they were discussing ideas for the Prevention Summit.

Announcements:

C. Steib said he received an email from the Urban Coalition for HIV/AIDS Prevention Services (UCHAPS) about an upcoming webinar. B. Morgan stated that anyone could sign up for the email list if they went to the UCHAPS website, in order to learn about future events and webinars. She noted that the upcoming event would be a Facebook Live event, in which Kenya Hutton interviews guests about using technology to reach populations. She added that these tended to be short, and warned those present to be on time.

C. Steib informed members that the Center for AIDS Research (CFAR) was planning an Adolescent HIV and Sexual Health Mini-Summit for April 2, which would be hosted at the Children's Hospital of Philadelphia (CHOP).

Adjournment:

Meeting adjourned by general consensus at 1:34 pm.

Respectfully submitted by,

Dustin Fitzpatrick and Briana L. Morgan, staff

Handouts distributed at the meeting:

- Meeting Agenda
- Meeting Minutes
- OHP Calendar